

ROUTING AND TRANSMITTAL SLIP

7 September 1988

TO: (Name, office symbol, room number, building, Agency/Post)

Initials

Date

1. DIRECTOR OF TRAINING AND EDUCATION

2.

3.

4.

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

#1 FOR ACTION - PLEASE PROVIDE DIRECT RESPONSE WITH
DROP COPY TO DDA.

SUSPENSE: 16 SEPTEMBER 1988

cc: D/EEO

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, office symbol, Agency/Post)

Room No.—Bldg.

Phone No.

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

EXECUTIVE SECRETARIAT

ROUTING SLIP

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA	X			
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/OCA				
14	D/PAO				
15	D/PERS				
16	D/Ex Staff				
17					
18					
19					
20					
21					
22					

SUSPENSE

Date

Remarks

Direct Response, Please.

Executive Secretary

2 Sep 88

Date

3637 (10-81)

**BECKNELL &
ASSOCIATES, INC.**

Phone (505) 883-7935

August 19, 1988

2921 Carlisle, NE - Suite 114
Albuquerque, New Mexico 87110

Mr. William H. Webster
CIA Director
9th St. and Pennsylvania Ave., N.W.
Washington, D.C. 20505

Dear Mr. Webster:

First of all, please allow me to introduce myself. My name is Charles E. Becknell and I am President of Becknell and Associates, Inc. I hold a Ph.D in American Studies from the University of New Mexico and I have recently published a book: Blacks In the Workforce: A Black Manager's Perspective.

My company is a minority owned 8(a) firm certified by the U.S. Small Business Administration. My company specializes in training in the areas of managing a Multi-Cultural Workforce, Conflict Resolution EEO, Sexual Harassment and how to prepare for the changing Workforce in the year 2000.

My courses have already helped a number of managers and supervisors reduce EEO complaints and costly civil rights settlements. These progressive managers have also seen improved morale, better communications between managers and their multi-cultural employees.

I am writing to you to inquire about possible contractual opportunities in your department that I could work on through the 8(a) set aside program.

I am specifically seeking training opportunities and I realize that in some federal departments, senior level executives are required to complete a specified number of hours in EEO training. Senior level executives are extremely busy people and we both realize that they cannot take the time off to sit in a seminar for eight hours. My company can certify them through a correspondence program that we are in the process of completing. They will be given a certificate of completion for the program.

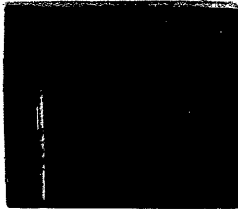
Finally, if you would like to deliver specific programs to Historically Black Colleges, we can act as a liaison between your department and the colleges. We can write the grant applications and do all the detail work to make the connection between your department and the college.

I am including a capability statement on my firm. I would like to do business with your department! Please let me know what steps I need to take under the 8(a) set aside program to make this wish a reality.

If you need any additional information, please let me know. I thank you in advance for your response to this request.

Sincerely,

Charles E. Becknell, President
Becknell and Associates, Inc.



BA BECKNELL &
ASSOCIATES, INC.

2921 Carlisle, NE - Suite 114
Albuquerque, New Mexico 87110



Mr. William H. Webster
CIA Director
9th St and Pennsylvania Ave., N.W.
Washington, D.C. 20505



Central Intelligence Agency (Att.) ER-88-3257X



Washington, D.C. 20505

DD/A Registry

88-1801X

19 AUG 1988

Keyboard Productivity, Incorporated
1399 Ygnacio Valley Road
Suite 20
Walnut Creek, California 94598

Attention: Mr. Thomas E. Jenkins
President

Dear Mr. Jenkins:

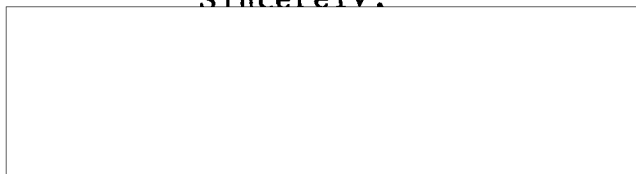
Your letter to the Deputy Director has been forwarded to this office for action. In order that we can inform the components within this Agency of the capabilities which you offer, it would be appreciated if you would complete and return the enclosed Solicitation Mailing List Application and Certificate Pertaining to Foreign Interests (TO BE COMPLETED BY THE PARENT COMPANY), along with any additional descriptive literature on your product and/or services to the address below:

Procurement Management Staff
Office of Logistics
Central Intelligence Agency
Washington, D.C. 20505

Upon receipt of the completed forms, your company's name will automatically be placed on our Bidders Mailing List and your material routed internally. The interested component will contact you when there is a need or a requirement.

Thank you for offering your services to the Central Intelligence Agency.

Sincerely,



Procurement Management Staff
Office of Logistics

STAT

Enclosures

DD/A REGISTRY
FILE: 45-1

LOGS-20



K P I



keyboard productivity inc.
1399 ygnacio valley road
suite 20
walnut creek, ca 94598
(415) 943-1177

government division

Executive Registry

88-3257X

August 5, 1988

Robert M. Gates, Deputy Director
Central Intelligence Agency
Washington, D.C. 20505

Dear Director Gates:

The GRAMM-RUDMAN driven budget cuts, in the face of continued high demand for your Agency's services, means that one of the toughest management challenges you face is to increase productivity of limited staff.

A ripe area to increase staff productivity is with the ever growing numbers of your people who use keyboards in their daily work.

We can increase the utility of the \$ millions spent on data and automation equipment which have keyboards as the initial input device. Only a relatively small expenditure is needed to make keyboarding by your staff an efficient rather than a time-wasting, expensive, error-prone operation.

The productivity gains which you can achieve by using our courseware result in very high benefit-to-cost ratios, often 10:1 in the first year, running up to 30:1 by year three. Typically, our programs result in an average 40% increase in keyboarding speed and a 90% reduction in error rates based on client reports from over 5000 companies and government agencies in 26 countries.

We service many industries and governments. You procure our equipment/courseware under GSA contract. We can complete your order prior to the end of Fiscal Year 1988.

Take two minutes to read our story in the attached flyer. Then, call me (415) 943-1177.

Also, I will plan to call you in the next 10-14 days to make a short 15 minute appointment.

Yours truly,

Thomas E. Jenkins, President
government division, KPI

Enclosures (2)



GSA contract GS-02F-50143

ARGENTINA AUSTRIA AUSTRALIA BRAZIL CANADA DENMARK EIRE FINLAND FRANCE JAPAN MEXICO NETHERLANDS NEW ZEALAND NIGERIA NORWAY
PORTUGAL SINGAPORE SPAIN SWEDEN SWITZERLAND UNITED KINGDOM URUGUAY VENEZUELA WEST GERMANY (and Associates Worldwide)

Page Denied